

# **MAINTENANCE MECHANIC II**

## **ADJUTANT GENERALS DEPARTMENT**

**Salary Range: \$24,856.00 - \$29,099.20**

The State of NH Adjutant Generals Department has a full-time vacancy for a Maintenance Mechanic II; Position #10032 is located at the State Military Reservation, Concord. This position works a 40/hour basic workweek.

**The position closes November 24, 2006.**

**BASIC PURPOSE:** To perform skilled and semi-skilled tasks in the maintenance, repair, alteration and remodeling of State and Federal buildings and equipment within the Adjutant General Department. Work is completed independently or with the assistance of Maintenance Technicians and/or other trade personnel. Assignments are received through verbal or written instructions; some judgment is exercised to determine work methods and procedures. General supervision is received from the Plant Maintenance Engineer I.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Perform general mechanical, electrical, and plumbing maintenance to keep the facilities in safe working order. Duties include; changing light bulbs, ballast, and electrical fixtures; disconnect, disassemble, clean and replace worn parts on a variety of mechanical equipment, lubricate moving parts, replace filters, worn belts and other parts. Unstops lavatories, repair or replace plumbing fixtures; Duties also require assisting higher level Maintenance Technicians in performing more technical maintenance tasks.
- Performs structural tasks such as, installing door locks, repairs of walls, doors, and exterior structural damage to the facilities. Replacement of floors, doors, screens and partitions and installs and repairs related hardware fixtures. Repairs, installs and repoints brick, concrete and stone structures and appurtenances to maintain the masonry portions of departmental facilities. Also, paints interior and exterior parts of buildings to maintain appearance standards in departmental facilities.
- Performs landscaping duties using various hand tools, power tools, and motorized equipment. Duties include the care and maintenance of lawns, shrubbery, flower gardens, trees, roads and parking lots.
- Performs custodial tasks including but not limited to; sweeping, mopping, scrubbing, stripping and waxing floors; dust and clean offices, kitchen areas, and drill halls; wash windows, walls and mirrors; clean, sanitize and deodorize restrooms and locker rooms, polish furniture. Helps move office and building furniture and equipment and prepares rooms for meetings; cleans and polishes fixtures and empties waste cans.

**Continued on Reverse Side**

- Performs custodial tasks including but not limited to; sweeping, mopping, scrubbing, stripping and waxing floors; dust and clean offices, kitchen areas, and drill halls; wash windows, walls and mirrors; clean, sanitize and deodorize restrooms and locker rooms, polish furniture. Helps move office and building furniture and equipment and prepares rooms for meetings; cleans and polishes fixtures and empties waste cans.
- Performs snow removal and surface treatment operations to maintain safe road, walkway and parking lot conditions. Uses a variety of equipment such as, plow trucks, front loaders and snow blowers. Performs minor maintenance and repair on the snow removal equipment. Performs quality assurance for the department if some or all of these duties are contracted out, verifying all aspects of the contract are being met.
- Orders and receives maintenance and repair parts, supplies and units to perform maintenance tasks.
- Performs routine maintenance and minor repairs to keep departmental tools, equipment and vehicles in operating condition.

**MINIMUM QUALIFICATIONS:**

**Education:** High school diploma or G.E.D equivalent and completion of an apprenticeship in one of the skilled trades as required in the performance of job accountabilities.

**Experience:** Two years' experience in general maintenance and repair work associated with one or more of the following areas; carpentry, electricity, painting, plumbing, masonry, sheet metal work, welding, auto repair or related trade experience. Preference may be given to applicants with experience in the trade area for which the agency is recruiting. Two additional years of approved work experience may be substituted for the required apprenticeship in one of the skilled trades. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Valid driver's license is required.

**SPECIAL REQUIREMENTS:**

This position is designated as "Essential Personnel, which requires that employees report to their job site or be on stand-by, during emergency situations, such as snow, inclement weather, or other emergency situations, including weather and building emergencies. Overtime in support of snow removal operations is mandatory. Must be able to satisfactorily undergo a State Police records check. In accordance with Article 5.8.1 in the 2005-2007 Collective Bargaining Agreement between the State of New Hampshire and the State Employees' Association of NH, Inc. – SEIU Local 1984, the incumbent assigned to this position may either choose to join the SEA and pay the full dues amount or not become a member and elect to pay an agency fee.

**HOW TO APPLY:**

The official state application for employment may be obtained from and returned to Ms. Linda M. Goss, Human Resources Coordinator, Adjutant Generals Department, 4 Pembroke Road, Concord, New Hampshire 03301-5652. In addition, an official application for employment may be obtained from New Hampshire Division of Personnel, 25 Capital Street, Concord, New Hampshire 03301, (603) 271-3261 or 3262 and is available on the Internet at [www.nh.gov/hr](http://www.nh.gov/hr).

**For further information contact Mr. Paul D. Annis, Plant Maintenance Engineer IV at (603) 225-1357.**